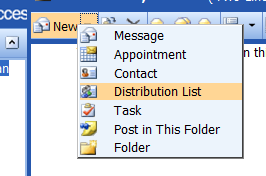
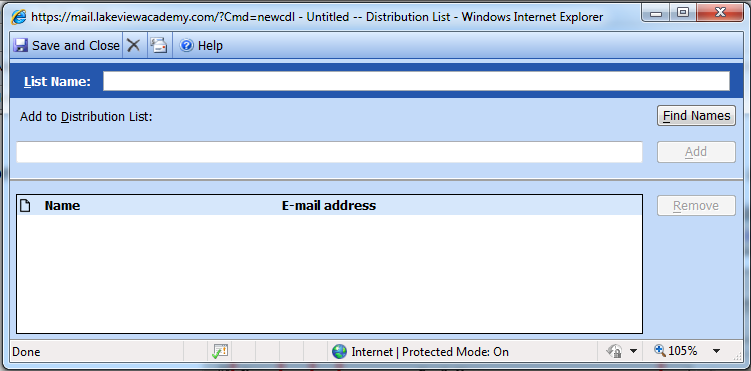
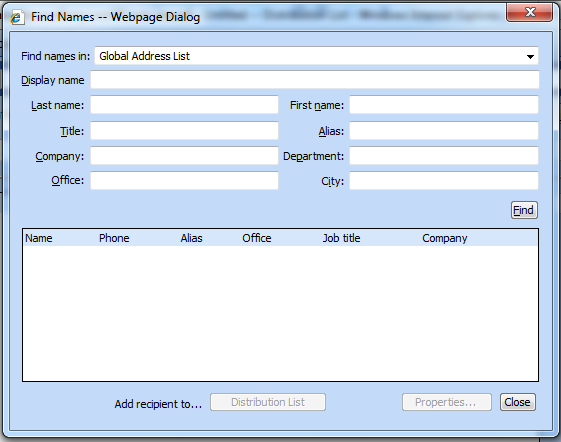
Create a Distribution List in Outlook Web Access



1. Click the "New" drop-down arrow and select "Distribution List."

You will be presented with the "Distribution List" window.

1. Enter a name for your list in the "List Name" box.
2. Click the “Find Names” button. A new dialog box will display



1. To see the contacts within an entire grade, type the class year in the “Display Name” box and click “Find”. The lower box will fill with all students in the designated class year.
2. Addresses must be selected and entered one at a time. Select the student’s name and click “Add recipient to Distribution List”.
3. To search for students individually, type the last name in the appropriate field and click “Find”.
4. When you have the selected all of the students for the distribution list, click “Save and Close” in the upper left portion of the dialog box.
5. For assistance sending an email to a distribution list in Outlook Web Access, view the video posted on the Remote School Plan wiki.